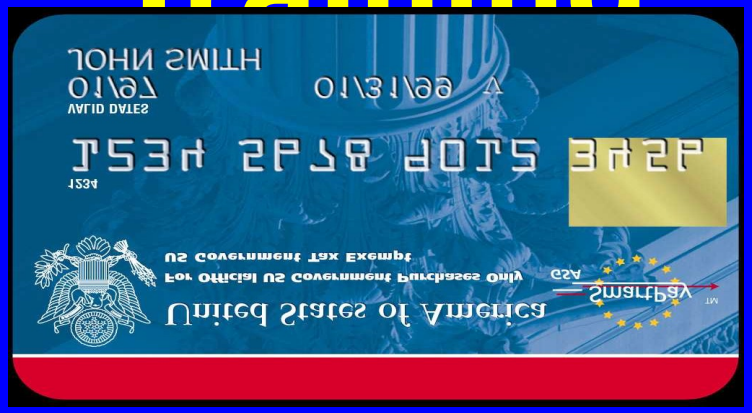
U. S. Military Training Mission

DIRECTORATE OF CONTRACTING (DC)

Government-Wide Purchase Card (GPC) Training



GPC TRAINING TOPICS

- **AFI 64-117, Air Force Government-Wide Purchase Card Program**
- **Federal, Defense, and Departmental Acquisition Regulations**
- **Policies and Procedures**
- **Cardholder and Approving Official Responsibilities**

GPC TRAINING TOPICS (cont)

- Authorized/Unauthorized Use of the Purchase Card
- Purchase Card Procedures
- Mandatory Sources of Supply
- Monthly Reconciliation Process
- Abuses and Violations

USMTM GPC POC'S

Director of Contracting

- Major Matthews – 435-7037

Agency/Organization Program Coordinators

- Primary: MSgt Betts - 435-7033
- Alternate: Ms. Lillard - 435-7030
- FAX – 498-7438

Accounting & Finance

- Budget: Ms. Huffstickler – 435-6722
- Commercial Accounts: Ms. Bielan – 435-7054

AGENCY/ORGANIZATION PROGRAM COORDINATOR

- **Responsible for the Day-to-Day Operations of the Installation's GPC Program**

- **Functions include:**
  - **Initiation of GPC Accounts**
  - **Issues Delegations of Contracting Authority**
  - **Providing Mandatory GPC Training and Surveillance**
  - **Providing Business Advice to Cardholders and Approving Officials**
  - **Providing Verification of Cardholders**

- **Also Called: "GPC Program Manager" or "Installation Program Manager"**

USMTM GPC INTRANET HOMEPAGE

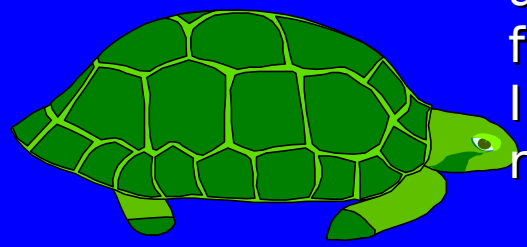
Access USMTM Intranet Site, then:

- **Directorates/Support Group/Contracting**

- **GPC Site includes (coming soon):**
  - **Points of Contact**
  - **Training & Newsletters**
  - **Publications & Forms**
    - **Regulations & Policy Letters**
    - **Checklists & Sample Letters**
  - **Potential GPC Sources**
  - **FAQ's**

GPC BENEFITS

- **Customer Empowerment**
- **Consolidated Purchases on One Statement**
- **Can Buy from Large & Small Business Firms**
- **Total Acquisition Lead Time: NONE**
- **DD Form 1348-6 or AF Form 9 not required**



Give me a purchase card and see how fast I can get my requirements

GPC AUTHORITY / GUIDANCE

- **AFI 64-117, Air Force Government-Wide Purchase Card Program**
  - **Program Overview**
  - **Outlines Authorized & Unauthorized Use of the Purchase Card**
  - **Guidance on Establishing a GPC Account**
  - **Gives Responsibilities & Procedures for GPC Operations**

APPROVING OFFICIAL (AO) RESPONSIBILITIES

- Normally in the same chain of command as the cardholder
- Responsible for maintenance of the organization's purchase card account
- Ensure cardholders follow established policies/procedures
- AF Form 4009 – Government Purchase Card Fund Cite Authorization
  - Prepares, Submits, Maintains

AO RESPONSIBILITIES (cont)

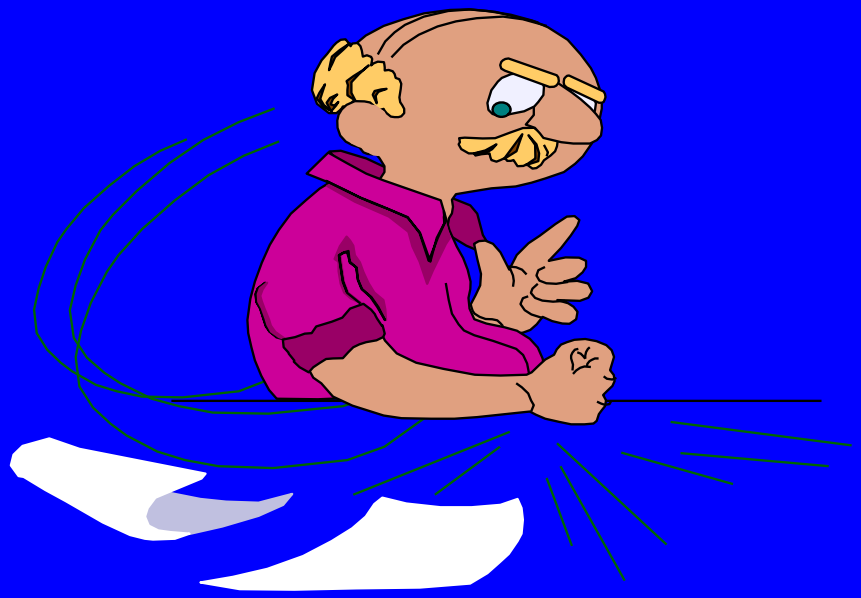
- Establishes Dollar Limits for all their cardholders
- Ensures established limits are not exceeded
- Obtains & reviews each cardholder's statement every month
  - Verify that all transactions were appropriate, given the duties of the cardholder and mission of the unit, and that the purchase were made in accordance with AFI 64-117
- Reviews, verifies, and signs monthly approving official statement

AO RESPONSIBILITIES (cont)

- Forwards original AO statement to Contracting by the 15th of the month
- Authority to direct the A/OPC to cancel the cardholders' GPC through US Bank
- Conduct reviews of 100% of account cardholder files at least every 12 months
  - Ensures documentation and reconciliation are being performed
- Actively review newly appointed cardholders during the first three months to ensure they are effectively performing their duties and following all procedures.

CARDHOLDER RESPONSIBILITIES

The GPC bears the cardholder's name and shall ONLY be used by the named cardholder to pay for authorized US Government purchases!



CARDHOLDER RESPONSIBILITIES (cont)

- Use of the card constitutes expenditures of appropriated funds and is limited to official, authorized transactions only

- All cardholders and/or approving officials must contact the local comptroller and/or legal office if any doubt exists regarding the proper use of appropriated funds

CARDHOLDER RESPONSIBILITIES (cont)

- Must ensure purchase limits are not exceeded
- Must not split purchases
- Uses the card only in accordance with agency/organization policies
- Must docum[illegible]ll GPC transactions in a purchase lo[illegible]

CARDHOLDER RESPONSIBILITIES (cont)

- Ensure funds are available to pay for items being purchased
- Ensures supplies or services provided by required sources
- Rotate sources
- Ensure that a reasonable price is obtained
- Must comply with Affirmative Procurement Program (i.e., recycled or recovered materials)

CARDHOLDER RESPONSIBILITIES (cont)

- Shall be knowledgeable of their Single Purchase Limit (SPL), Monthly Purchase Limit (MPL)
- Resolve billing discrepancies
- Reconciles monthly cardholder statement
  - Maintains receipts, purchase log and supporting documentation

SINGLE PURCHASE LIMIT (SPL)

- This limit establishes a threshold on purchasing authority delegated to the cardholder by the Director of Contracting
- SPL cannot exceed $25,000.00
  - Open Market - $2,500.00
  - Written Agreement - $25,000.00
- A single purchase may contain multiple line items, but shall not exceed the maximum SPL of the cardholder
- A different SPL can be established for cardholder

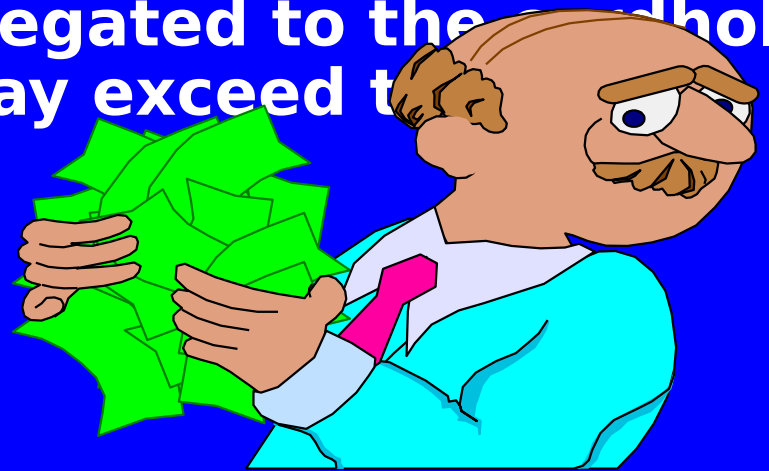
CARDHOLDER MONTHLY PURCHASE LIMIT (MPL)

- This is a budgetary spending limit imposed by the approving official on a cardholder's cumulative purchases within the 30-day billing cycle

- This limit should be set at an amount which the cardholder can reasonably be expected to spend within the 30-day billing cycle

AO MONTHLY OFFICE LIMIT (MOL)

- It shall equal the sum of all organizational cardholder's monthly limits
- This limit is typically the amount of funds authorized for the office to spend during a 30-day period
- Regardless of the total amount of spending authority delegated to the cardholders, no purchases may exceed t



USE OF THE GPC

- **The purchase card may be used to purchase authorized supplies, equipment and non-personal services up to the micro-purchase threshold - $2,500.00**
  - **Federal Law**
  - **Limit Set by Congress**
  - **Cannot be Waived**

- **Recurring non-personal service requirements estimated to exceed $2,500.00 per fiscal year should be acquired through the local contracting office**

USE OF THE GPC (cont)

- **Above the micro-purchase threshold, the card shall only be used as a method of payment to obtain items from pre-priced contracts and written agreements**
  - **In this case, authority to use the purchase card will not exceed $25,000.00 per transaction.**
  - **Cardholders MUST review prices on at least 3 contracts/agreements and select the best value item**
  - **A record of the review will be maintained with the monthly cardholder package**
  - **Purchase Log MUST be annotated with the contract/written agreement number**

SPLITTING REQUIREMENTS

- **Breaking up requirements into smaller increments (quantities) to avoid a cardholder's delegated authority limit of $2,500.00 or $25,000.00 (SPL)**

- **Failing to consolidate like/similar items into a single purchase to avoid exceeding the cardholder's delegated authority limit of $2,500.00 or $25,000.00 (SPL)**

- **<u>Example:</u> Cardholder has a requirement for 10 chairs, total price $3,000.00, open market. Cardholder cannot purchase 5 chairs today for $1,500.00 so as not to exceed the delegated authority limit of $2,500.00, then go back the next day and purchase the other needed 5 chairs for $1,500.00 required to complete the total requirement**

COMPETITION & PRICE REASONABLENESS

- **COMPETITION - Has the effect of reducing the price of the item, improving the quality of the item and ensuring timely delivery from the merchant**
  - **Purchases under $2,500.00 may be made without competition; however, the cardholder must consider the prices to be fair and reasonable**

- **How to Determine**
  - **Cardholder buying experience - personal knowledge**
  - **Historical Data**
  - **Buys of the same nature previously purchased**

ROTATION OF SOURCES/PURCHASES

- **Non-competitive purchases shall be distributed equitably among qualified suppliers. If practical, a quotation shall be solicited from other than the previous supplier before placing a repeat order**
  - **Protects integrity of government purchasing**
  - **Fair share of government contracts/purchases**
  - **Prevents Lock-In Pricing**

AUTHORIZED USE OF THE GPC

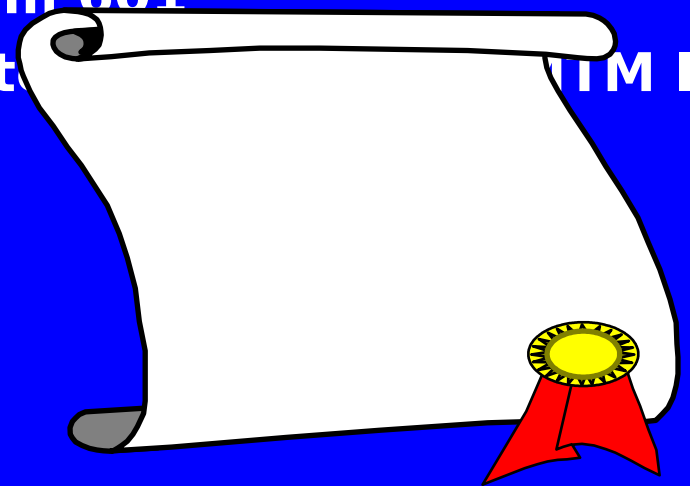
- OFFICE SUPPLIES
- COMPUTERS
- PRINTERS
- FURNITURE
- HAND TOOLS
- EQUIPMENT REPAIR
- BOOKS, VIDEOS
- *CARPET CLEANING
- *TRAINING / SEMINARS
- PRINTING

* - with required pre-approval

- *FAX MACHINES
- *MODEMS, CABLES
- COMPUTER SOFTWARE
- TV's, VCR's (not allowed for personal use)
- AAFES / MWR
- BACK SUPPORT BELTS
- ELECTRICAL SUPPLIES
- SUBSCRIPTIONS
- *RENTAL OF ROOMS

Cardholder Responsibilities

- **USMTM Policy Letter 29 – ADPE Mgmt Process**
  - **Two basic categories: small computers & office systems**
    - **Laptop computers, cellular phones, digital cameras, pagers & PDA's**
  - **DCSI & Supply coordination required**
    - **Document coordination on USMTM Form 43 & AF Form 601**
  - **Policy lett TM Intranet**



Equipment Items

- EAID Items – requires formal supply property accountability on organization CA/CRL
- Additional accountable item cost range –
  - Pilferable - > $100
  - Non-pilferable - >$500
- Non-EAID Items – do not require accountability
- POC is DOL (Supply) @ 435-7090

UNAUTHORIZED USE OF THE GPC

- **Cash Advances**
  - **Includes Money Orders, travelers checks, gift certificates, and "middleman" payment services**

- **Travel Related Purchases**
  - **Rental/Lease of motor vehicles associated with travel or temporary duty supported by travel orders**
  - **Purchase of airline, bus or train tickets**
  - **Purchase of meals, drinks, lodging or other travel or subsistence costs associated with government official travel**
    - **EXCEPTION – If the travel and per diem ARE NOT reimbursed directly to the government traveler by travel voucher**

UNAUTHORIZED USE OF THE GPC (cont)

- Rentals of lease land or buildings exceeding 30 days
- Purchase of Centrally Managed Aviation, Diesel, Heating Fuel or Oil for Aircraft and Motorized Vehicles
  - Packaged oil and lubricants needed to support base maintenance shops, however, may be purchased using the GPC

- Repair of GSA-Leased Vehicles
- Purchase of Major Telecommunications Systems
  - Includes Federal Telecommunications/Telephone Systems (FTS) 2000 or Defense Switched Network (DSN)

UNAUTHORIZED USE OF THE GPC (cont)

- **Purchase of Hazardous/Dangerous Items such as Explosives, Munitions, Toxins, and Firearms**
  - **Specifically includes weapons, small arms and ammunition**

- **Personal Services**
  - **Contracts that, by its express terms or as administered, make the contractor personnel appear, in effect, to be Government employees (e.g., consultants directly under Government supervision, temporary office help)**

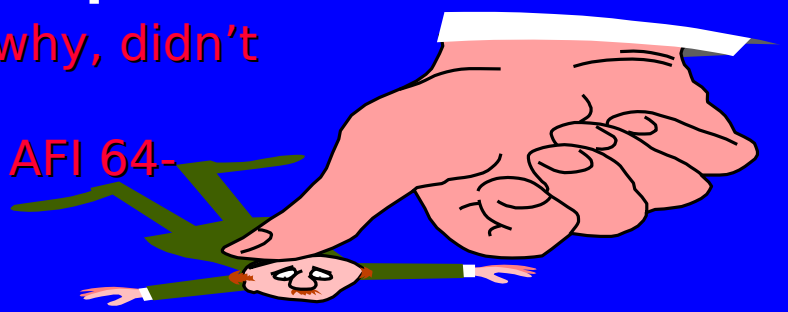
UNAUTHORIZED USE OF THE GPC (cont)

- Gifts (e.g., retirements, farewells) includes
  - Food/beverages for organizational functions (commander's call, picnics, parties, awards programs)
  - Promotional Items – For conferences, meetings, symposia (coins, mugs, coasters) and cash incentive awards
  - Likewise, rental of banquet halls or similar facilities for these functions is not authorized
  - U.S. flags for gift presentation may be purchased with [illegible] for military retirees only

UNAUTHORIZED USE OF THE GPC (cont)

- **Entertainment**
  - **Party supplies, serving material, food, and drink are considered entertainment and are prohibited unless specifically authorized by law**

- **Purchases of Controlled Cryptographic Items (CCI)**
  - **The GPC shall not be used to purchase or repair secure telephone instruments or CCI assets. These must be requisitioned through Base Supply to ensure proper accounts are established**



UNAUTHORIZED USE OF THE GPC (cont)

- **Budget code 8 XD Items**
  - **This includes depot/organizational level reparable items**
- **Utility Services**
  - **Includes electric, gas, water, phone, waste removal and cable services. EXCEPTION: Units that are physically isolated from the base in an offsite location**
- **Purchase requiring advance payments, except for subscriptions and training purchased on a DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement.**

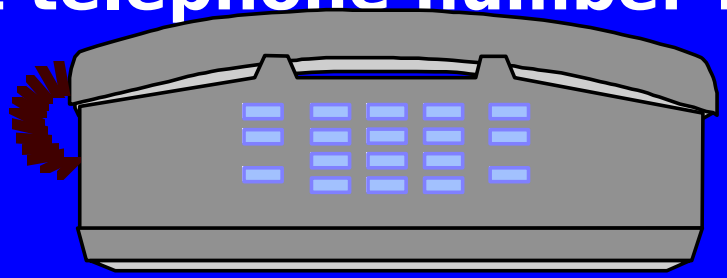
UNAUTHORIZED USE OF THE GPC (cont)

- Purchases from Government employees

- When in doubt:
  - Contact your A/OPC

ACTIVATING A GPC

- US Bank uses a VRU to ensure the the purchase card has been received by the cardholder
- Immediately voice activate your card upon receipt
  - Single Purchase Limit (SPL)
  - Monthly Purchase Limit (MPL)
- Accessible through US Bank's toll free number (or direct telephone number for foreign users)

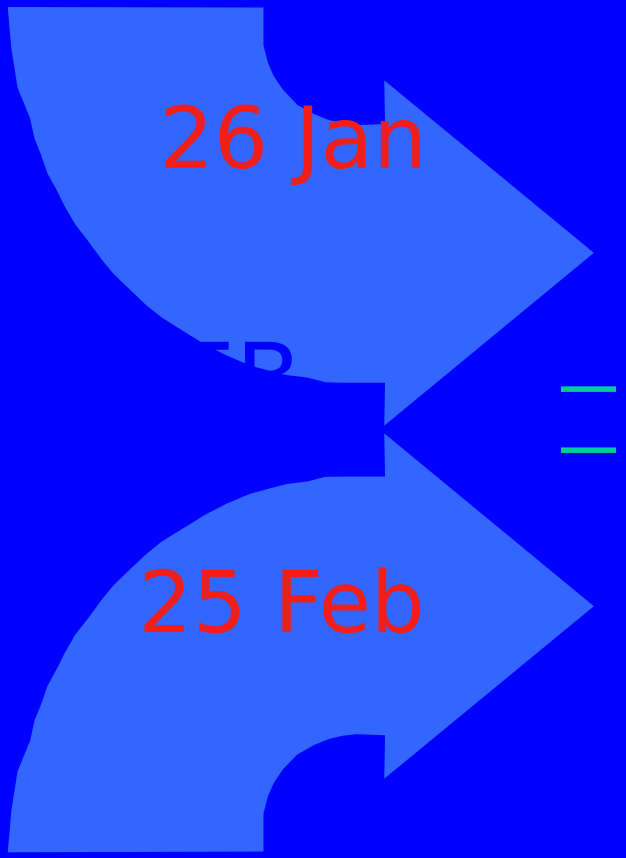


GPC PURCHASE LOG

- Mandatory Requirement
- Document all purchases
- Maintain a separate log for each m
- Reconcile monthly with the cardholder statement of account and purchase receipts

US BANK BILLING CYCLE

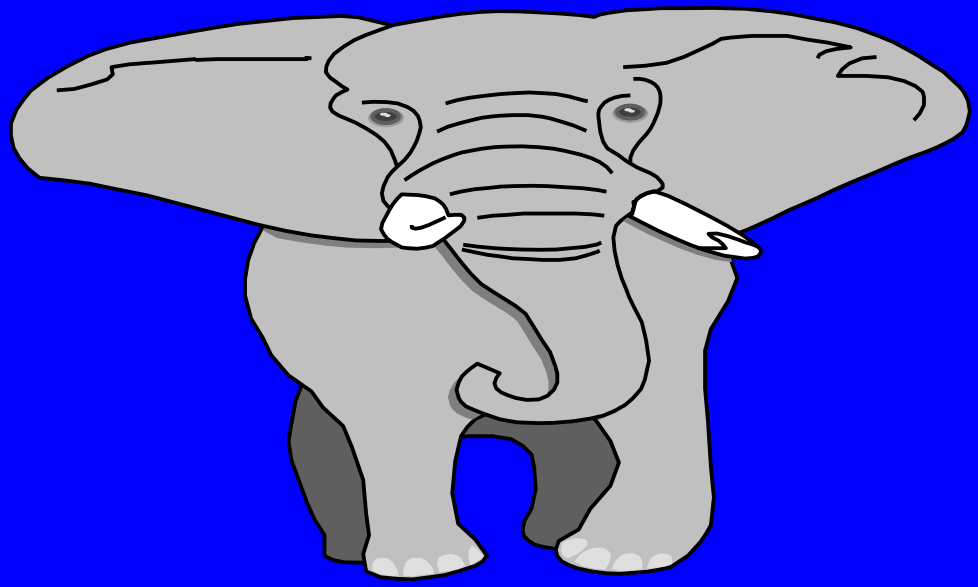
- **Runs from the 26th of the month through the 25th of the next month**



Billing Cycle =

BILLING CYCLE

If the 25th falls on a weekend or holiday, the cut-off will be the preceding workday



I need to remember this!!!!

GPC PROCEDURES - TELEPHONE PURCHASES

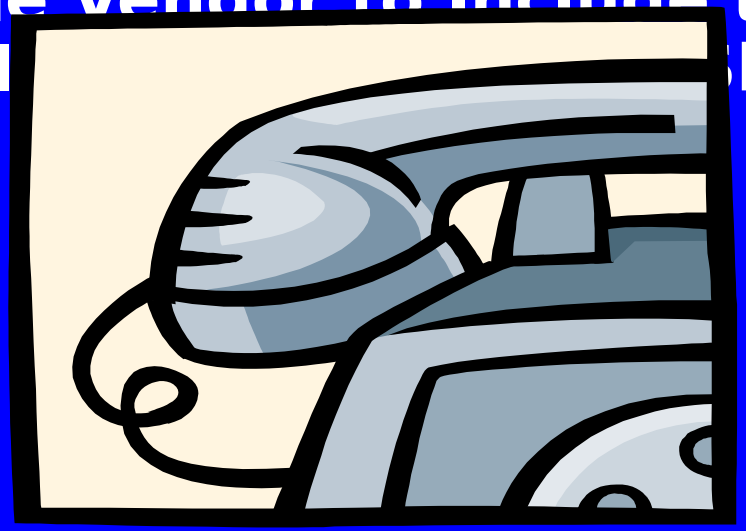
- Verify that Funds are Available
- Obtains Written Approval, Control Number, and/or Verbal Coordination
- Contact the Vendor and Obtain Pricing
  - Make sure the vendor accepts VISA
  - Advise the vendor that the purchase is FOR OFFICIAL USE
  - Inform the vendor that the purchase is tax exempt
  - Inform the vendor that shipping is FOB Destination
  - Inform the vendor that items purchased MUST be delivered within the 30-day billing cycle

GPC PROCEDURES - TELEPHONE PURCHASES (cont)

- Establish a Firm Delivery Date with the Vendor

- Confirm that the Vendor Agrees to "Charge the Purchase Card when Shipment is Made"

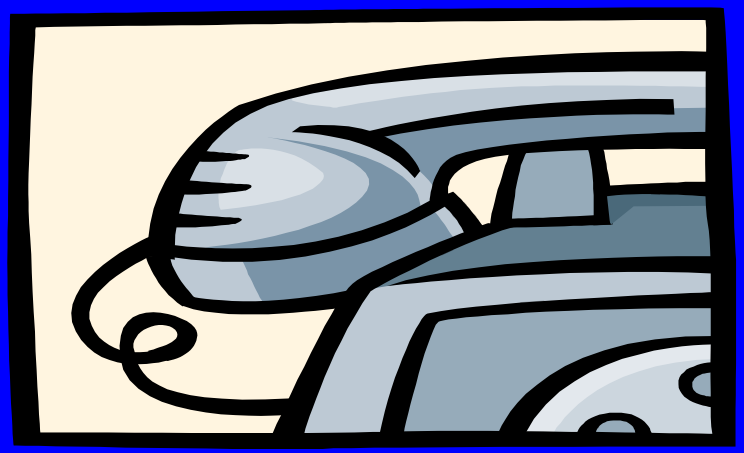
- Instruct the Vendor to Include the Following I hipping Document



GPC PROCEDURES - TELEPHONE PURCHASES (cont)

- **Shipping Document / Packing Slip**
  - Cardholder Name and Office Symbol
  - Bldg Number, Room Number, Street Address, City & State
  - Cardholder Telephone Number; and
  - The term “GOVERNMENT PURCHASE CARD

- **Annotate / Update Purchase Log**



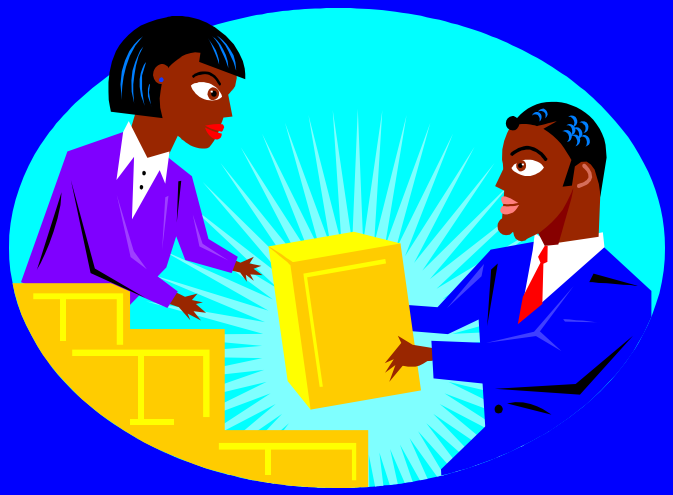
GPC PROCEDURES - OVER-THE-COUNTER PURCHASES

- Verify that Funds are available
- Obtain Written Approval, Control Number and/or Verbal Coordination
- Advise the Merchant that the Purchase is not Subject to State or Local Tax
- Verify that the Purchase Amount is correct and that no Sales Tax has been Added

GPC PROCEDURES - OVER-THE-COUNTER PURCHASES (cont)

- Sign Sales Draft and Retain Copy for your Records for Verification of your Monthly Cardholder Statement

- Annotate / Update Purchase Log



GPC PROCEDURES - INTERNET PURCHASES

- Must be limited to those web sites which provide secure transaction safeguards
- Purchases made via the Internet must comply with the requirements of mail or telephone order purchases to the maximum extent practicable
  - Subject to the limitation of the we
- Annotate / Update purchase

GPC DECLINES

- First Contact is US Bank's Gov't Services to determine reason
  - Toll free – 1-888-994-6722
  - Collect (Outside US) – 612-973-5735

- Card Rejection Reasons:
  - The Card has not been Activated
  - The MAT Code is blocked
  - The following Limits have been Exceeded:
    - Single Purchase Limit (SPL)
    - Cardholder's Monthly Purchase Limit (MPL)
    - Approving Official's Monthly Office Limit (MOL)

WARRANTY

- Warranties on local purchase equipment apply to all purchases made by cardholder
- Obtain Warranty Information
  - Ask the merchant/contractor
  - Make sure you receive the warranty documentation
- Labeling & Registering Warranty Items
  - Obtain standard commercial warranty information, forward to equipment custodian
  - Equipment custodian completes registration card
  - Coordinate with Base Supply Inspection to ensure that equipment warranty is complete

MANUFACTURER / RETAILER REBATES

- Cardholders should take advantage of any rebates offered
- Rebates shall be made payable or endorsed to USMTM
- All rebates in the form of check or cash should be forwarded to Finance
- Rebates will be processed as a refund to the approving official’s organizational account

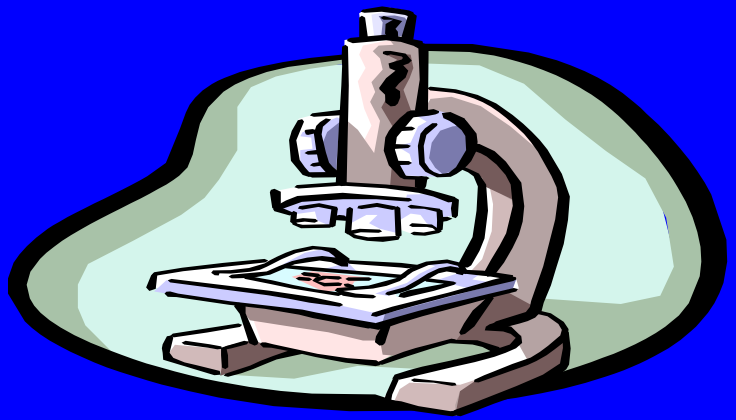
GPC PROCEDURES - RECONCILING CARDHOLDER STATEMENT

- Each month the cardholder must reconcile the monthly cardholder statement
- Billing cycle closes on the 25th of the month and the statement is normally received prior to the 10th of the following month
- Statements itemizes each transaction posted to the cardholder's account during the past billing cycle
- Cardholder reviews the entire statement for accuracy, comparing each transaction with those recorded on the purchase log

GPC PROCEDURES - RECONCILING CARDHOLDER STATEMENT (cont)

- If the transaction amounts agree and the items have been performed, then the cardholder checks off the transaction on the statement

- If there is a problem with any of the transactions on the statement, such as non-receipt of item or incorrect charge:
  - Cardholder follows the disputes procedures



GPC PROCEDURES - RECONCILING CARDHOLDER STATEMENT (cont)

- Purchases not reflected on monthly cardholder statement (whether received or not)
  - Are considered unbilled charges
  - Retain documentation, may be on next months statement
  - If not, contact merchant and/or A/OPC
- After review & verification, cardholder signs and dates

GPC PROCEDURES - RECONCILING CARDHOLDER STATEMENT (cont)

- Forward monthly cardholder package to A/O
- Monthly cardholder package includes:
  - Monthly Cardholder Statement of Account
  - Receipts, approvals, invoices, shipping documents and other supporting documentation
  - Purchase Log
- Reconciliation MUST be processed within 3 days after receipt of statement
- Cardholder retains original documents
  - Receipts, Purchase Log, Approvals, Supporting Documents

GPC PROCEDURES - RECONCILING CARDHOLDER STATEMENT (cont)

- Retention period: Three years after final payment
- If the cardholder is on leave/TDY and is unable to reconcile statement
  - Cardholder must submit all documentation to the APPROVING Official prior to departure
  - APPROVING Official will reconcile the statement for the Cardholder
  - APPROVING Official will sign the statement and attach a statement as to why the Cardholder could not sign
- Upon return, the cardholder will sign the original monthly cardholder statement

GPC PROCEDURES - RECONCILING AO STATEMENT

- AO reviews each cardholders documentation to verify:
  - All transactions were appropriate given the duties of the cardholder and mission of the unit
  - Purchases were made in accordance with AFI 64-117
- Upon completion of review, AO signs their account statement
- Forwards certified statement to Contracting Office by the 15th of each month for payment

GPC PROCEDURES - RECONCILING AO STATEMENT (cont)

- If the AO is on leave/TDY and is unable to reconcile statement
  - Cardholder must submit all documentation to the alternate AO
  - If no alternate is assigned, all account cardholders submit documentation to the A/OPC for reconciliation
  - A/OPC will sign the statement and attach a statement as to why the AO could not sign
- Upon return, the AO will sign the original monthly AO statement

GPC PROCEDURES - DISPUTED TRANSACTIONS

- **Error in billing/problem with merchandise or services billed**
  - **Billed for something you know you shouldn't pay for**
  - **Merchandise wasn't received**
  - **Wrong merchandise sent**
  - **Merchandise arrives broken**

- **Resolutions**
  - **First try to solve the problem by contacting the merchant and getting them to correct the situation by sending the proper item or by issuing a credit**
  - **Cardholder Statement of Questioned Item (CSQI) Form**

GPC PROCEDURES -
Initiating a Dispute

Error on statement

Attempt to resolve problem

Correction is verified on next statement

Cardholder fills out CSQI and submit to US Bank

Account is in dispute until problem is resolved

Cardholder informs BO and files paperwork

Cardholder dispute process is completed

CARD RENEWAL

- **US Bank will automatically mail new card to cardholder at the address on file, every two years from date of issue**

LOST OR STOLEN CARD

- Cardholder SHALL Immediately Notify US Bank
  - 24 Hour Hot Line, 1-888-994-6722
  - Collect Calls (701) 461-2020
- New Purchase Card Mailed within 24 Hours of Reported Loss or Theft
  - International Card Replacement - 48 hours
- Original Purchase Card Found
  - Destroy the Card
  - APPROVING Official requests card cancellation

GPC ACCOUNT CANCELLATION

- **Upon Reassignment, Separation, Retirement:**

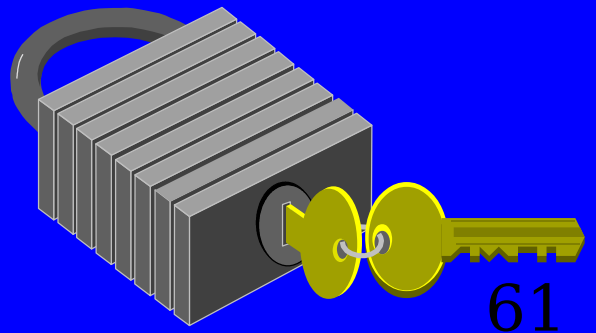
- **Cardholder**
  - **Cuts up purchase card and surrenders to APPROVING Official**
  - **Provides all original supporting documents (receipts, purchase log, approval, etc) to the APPROVING Official**

- **Approving Official**
  - **Contacts the A/OPC, in writing, stating that the GPC has been destroyed and request cancellation**

- **A/OPC**
  - **Cancels the account within 14 days and document file**

GPC SECURITY

- **Cardholder will Safeguard the Purchase Card and Account Number at ALL Times**
- **Carried on the Cardholder's Person**
  - **Wallet or Purse**
- **Report Lost or Stolen Cards Immediately**



GPC SURVEILLANCE

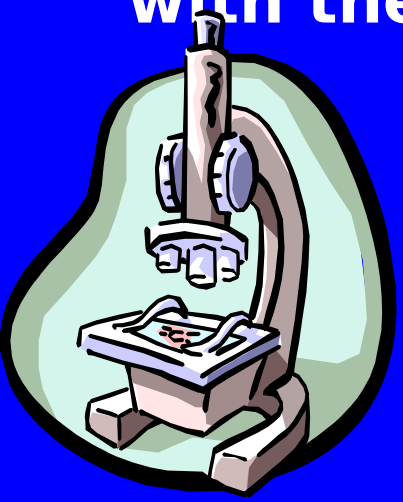
- **A/OPC**
  - **Accomplished on each APPROVING Official at least every 12 months (not once per fiscal year**
  - **Random sampling of 25% of cardholders assigned to the APPROVING Official**
    - **On-Site Reviews**

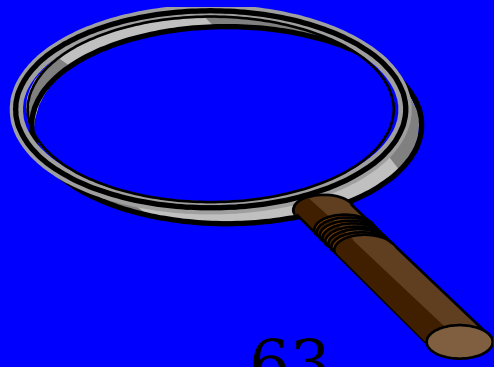
- **APPROVING OFFICIALS**
  - **Shall perform surveillance reviews of 100% of their cardholders accounts at least every 12 months (not once per fiscal year)**
  - **Newly appointed cardholders should be actively reviewed by the AO during the first three months to ensure they are effectively performing their duties and following all procedures**

GPC SURVEILLANCE (cont)

- **Surveillance Results**
  - **Maintained on file in the Directorate of Contracting Purchase Card Office**
    - **Original – Organizational Commander/Director**
    - **Copies – Contracting, APPROVING Official and Cardholder**

- **A/OPC will discuss findings of noncompliance with the Approving Official and Cardholder**





GPC SURVEILLANCE FINDINGS (cont)

- MISSING RECEIPTS – Para 4.3.5.1.1.
- EXCEEDING FUNDS ON AF FORM 4009 – Para 3.2.3
  - **APPROVING officials should monitor AF 4009 closely, making sure that the cardholders are always aware of their current spending limits. When changes are made to the AF 4009, a copy should be provided to CH & A/OPC**
  - **Overspending funds available on the AF 4009 will result in Unit Commander notification and may result in suspension of the cardholder's and/or APPROVING official's purchase card privilege**
- SHIPPING CHARGES – Para 4.3.5.3.1.4
  - **Ensure the vendor is responsible for delivery to the location cardholder identified when ordering (referred to as "free on board" (f.o.b.) destination)**

GPC SURVEILLANCE FINDINGS (cont)

- EXCEEDING SPL OF $2,500 – Para 3.2.1
  - **Illegal. The single purchase limit on the card cannot exceed $2,500 unless the cardholder is placing an order from pre-priced contractual instruments up to $25,000**

- SPLITTING REQUIREMENTS – Para 4.3.5.2.1
  - **Cardholders are prohibited from making repeat buys of the same item to avoid the $2500 limitation for purchasing and the $25000 limitation for ordering. In addition, no purchase from the same vendor may exceed the single purchase limit of $2500 even if the individual items comprising the purchase have unit prices that are less than $2,500**
  - **Splitting requirements between cardholders and/or APPROVING official accounts**

GPC SURVEILLANCE FINDINGS (cont)

- NOT ROTATING SOURCES – Para 4.3.5.3.1.5
  - **Whenever practical, solicit suppliers other than the previous vendor before placing repeat orders**
- UNAUTHORIZED PURCHASES – Para 2.4
- NOT GETTNG PRIOR APPROVALS FROM SPECIFIED CONTROLLING/SERVICING AGENCIES – Para 2.2 & 2.3
  - **Approvals will be in the form of written, verbal or control numbers. Purchase log must be annotated with the name of the approving individual**
- USE OF THE PURCHASE CARD BY OTHER THAN THE CARDHOLDER – Para 4.3.5.1
  - **The purchase card bears the cardholder's name and shall only be used by the named cardholder to pay for authorized US Government purchases**

GENERAL GPC INFORMATION

- **MORALE, WELFARE AND RECREATION ITEMS – Para 2.2.12**
  - **For gym equipment, written approval prior to purchases must be granted by Support Group Commander. For intramural sports uniforms, written approval from Support Group Commander and requesting organization commander is required prior to purchase.**
  - **The uniforms must not be personalized with individual names or nicknames and must be returned to the unit following the season or when the member leaves the team.**

- **Express Small Package Delivery Service (i.e.,FED-EX) – Para 2.3.5**
  - **Cardholders must coordinate with DOL (Transportation) prior to setting up an account.**

LEGAL CONSIDERATIONS

- **The government purchase card can only be used for purchases which are authorized by law or regulation.**
- **Inspection questions regarding GPC use include:**
  - **Does the purchase serve a "valid, legitimate official purpose"? [*Yes*]**
  - **Does it exceed the minimum requirements of the organization? [*No*]**
  - **Is the purchase conducted in accordance with GPC regulations (AFI 64-117) [*Yes*]**
  - **Is the use of these funds authorized for such purpose? [31 U.S.C. 1301(a)] [*Yes*]**
- **The standard of review: "Is there express authority which authorizes the use of funds for such purpose?" [NOT "Is there a prohibition that precludes the purchase?]**

LEGAL CONSIDERATIONS

- **Be careful. Know what you can do and what you cannot. Even unintentional errors may result in:**
  - **Violation of Anti-Deficiency Act (31 USC 1341)**
  - **Violation of Joint Ethics Regulation (DoD 5500-7R)**
  - **Adverse Action: Failure to Obey Lawful Order/Regulation**
    - **Military Personnel: Art 92, UCMJ – Punishment includes BCD/DD, 2 yrs confinement**
    - **Civilian Personnel: AR 690-700, Chap 751 – Punishment includes suspension or removal**

LEGAL CONSIDERATIONS

- **GPC use is subject to high scrutiny. In Oct 02, Department of Navy was blasted in GAO audit for GPC fraud and abuse. Excuses of "*I thought it was okay*" and "*That's how we always did it*" are not adequate justification.**
- **There is no "KSA exception" to the GPC regulation. KSA funds in the care of DoD are subject to the same restrictions as Appropriated Funds.**
- **When in doubt, don't take a chance. Contact USMTM/DC (435-7033) or USMTM/SJA (435-7094)**

RESULTS OF A VIOLATION OF GPC PROCEDURES

- If, as a result of a surveillance visit, or by any other means, it is discovered that the Cardholder is in violation of GPC procedures the following actions will be initiated

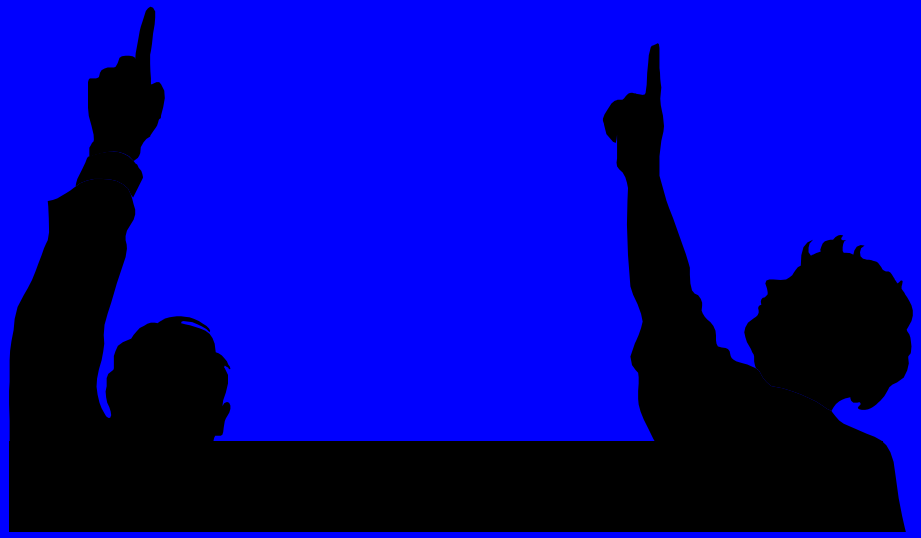
- Letter from Director of Contracting to cardholder's Commander or Director
  - Copy to APPROVING Official and Cardholder

- Letter will state:
  - The violation that was discovered or is occu
  - Monthly Purchase Limit has been reduced to $0 0

RESULTS OF A VIOLATION OF GPC PROCEDURES (cont)

- **Limitation will stay in effect until:**
  - **Cardholder's Commander takes appropriate action against the cardholder**
  - **The cardholder receives remedial training**
- **Action/Completion of remedial training**
  - **Monthly Purchase Limit reactivated to reflect previous amount**
- **Further Offenses**
  - **Will be grounds to revoke purchase card privileges for the cardholder**
  - **Could result in official disciplinary action**

QUESTIONS & ANSWERS



TEST / PAPERWORK SETUP

GPC PAPERWORK

- Delegation Letter
- Certification of Training

FEEDBACK SURVEY
MAKE IT A GREAT WEEK!!!

U. S. Military Training Mission